

Coalition for Hispanic Family Services
Beacon Center for Arts and Leadership
Job Description

Position Title: Bilingual (Spanish/English) Teaching Artist/Tutor

Program: Beacon Center for Arts and Leadership

Reports to: Director

Date Available: Immediately

Deadline to apply: Until Position Filled

To apply: Submit a resume and cover letter with qualifications to Ariel Argueso, Director, at aargueso@hispanicfamilysevicesny.org.

AGENCY SUMMARY

The Coalition for Hispanic Family Services is a non-profit community-based organization serving children and families of North Brooklyn and Queens. Services include foster care, adoption, youth development, family support, mental health, internships, community building and after school education.

PROGRAM SUMMARY

Beacon Center for Arts and Leadership is an educational, recreational, and social community center housed inside of I.S. 291 in Bushwick, Brooklyn. Beacon is a free and fun program that prioritizes family and community, and focuses on building values, skills, and relationships through a strengths-based approach. Beacon is a multi-purpose site offering afterschool, trips, evening open gym, adult fitness, nutrition, ESL, dance, and art therapy.

POSITION SUMMARY

21 Hour Workweek (Must be available Monday-Friday 1pm-5pm), other hours as needed. Benefits eligible. Teaching Artists utilize their creative modality to plan and implement curriculum for groups of 15-30 middle school youth. *(Possible modalities include: visual arts/anime, technology, media literacy, music, cooking, STEM, etc.)*. The candidate should be advanced in their practice and able to construct lessons that are engaging to the middle school population. The candidate should be able to facilitate a fun and engaging program for middle school students, as well as facilitate a homework help and academic support program. The candidate must possess training and experience to handle a wide range of behavioral challenges sensitively. This position requires an English-Spanish speaker who is fluent in both languages and able to support with homework, facilitate translation with families as needed, and run programming in both English and Spanish. The candidate **MUST** be able to teach both child and adult ESL.

ROLE AND RESPONSIBILITIES

- Plan and facilitate daily classroom lessons and activities that are engaging, culturally relevant, and developmentally appropriate, with a focus on creativity and leadership.
- Develop three final showcase pieces that incorporate parents and youth.
- Supervise program participants at all times in the classrooms, hallways, gym, on trips to the bathroom, and off-site trips.
- Mentor and supervise youth workers/apprentices if assigned to assist in your classroom.
- Keep classrooms and spaces used clean and organized prior to and after class.
- Ensure accurate program documentation such as incident, accident and behavior reports, attendance sheets, sign-in/sign-out sheets.
- Participate in monthly and annual professional development trainings, weekly meetings, and special events.

- Notify supervisor immediately of all behavior concerns, incidents, and red flags.
- Comply with rules and regulations shared by agency, program, DOE, and DOH, ensuring quality service and safety.
- Utilize a strengths-based approach and model positive behavior management and discipline techniques that foster reflection, self-esteem, and social/emotional development in all participants.
- Possess an ability and willingness to work in different capacities and travel to different sites if needed.
- Adapt lessons and classes to be facilitated in either English or Spanish.
- Follow all COVID-19 related safety procedures and protocol.
- Complete any tasks deemed necessary by the Director.

QUALIFICATIONS

Bachelor or Master's level candidates with degrees in education, social work or relevant fields are encouraged to apply. Candidates with a mix of teaching experience and credits toward their degrees will be considered. Must have a minimum of two years' experience working with youth and an ability to obtain all required clearances and background checks. Must be able to participate in required trainings and mandated professional development workshops. Demonstrated knowledge of developmentally appropriate classroom practices and the ability to work with middle school youth is a requirement.

SALARY

Dependent on credentials & experience.